

State Board of Registration for Professional Surveyors Checklist

Only complete applications are presented to the Board and must include the following criteria:

Surveyor Intern Certification

- _____ All areas of the application must be completed.
(You only need to notarize your application if you answer "YES" to questions 2 through 5 on the background questions.)
- _____ 3 reference letters in sealed envelopes. Reference forms are to be in a sealed envelope with a signature placed across the back and forwarded to the applicant.
- _____ Original photograph *(taken within the past 8 weeks.)*
- _____ NCEES notification of passing FS exam.
- _____ Original copy of the transcript(s)/or **evaluation of foreign degree**. This information is to be sent directly from the college/university or the evaluating agency.
- _____ Supplemental form
- _____ **\$100.00** application fee. *(Fees are non-refundable and non-transferable)* Please make all checks payable to Indiana Professional Licensing Agency (IPLA).

Completed applications must be postmarked by:

January 2 for the April examination

July 1 for the October examination

A partial application will not be considered for evaluation and/or examination.

It is your responsibility to complete and submit a complete application with fees.

Professional Surveyor

- _____ All areas of the application must be completed.
(You only need to notarize your application if you answer "YES" to questions 2 through 5 on the background questions.)
- _____ Original photograph *(taken within the past 8 weeks.)*
- _____ **\$300.00** exam application fee or **\$500.00** comity application fee *(Fees are non-refundable and non-transferable)*
Make all checks payable to Indiana Professional Licensing Agency (IPLA)
- _____ Verification(s) from the state where you passed your exam(s) and all states where you hold or held licensure.
- _____ 5 references, of which 3 must be from Professional Surveyor sent with the application. Reference forms are to be in a sealed envelope with a signature placed across the back and forwarded to the applicant.
- _____ Original copy of the transcript(s)/ or **evaluation of foreign degree**. This information is to be sent directly from the college/university or the evaluating agency.
- _____ Supplemental form.
- _____ Study Guide information for State Specific exam can be found on the following link, [Study Guide for State Specific Exam](#) .